



## HUMAN RESOURCE DEVELOPMENT DIVISION

# June, 2005

### UPCOMING LEADERSHIP & HRFS TRAINING

20 - 24 Jun 05 - HRFS  
Ft Bliss, TX  
(bobadilloa@bliss.army.mil)

11 - 15 Jul 05 - LEAD  
Ft Huachuca, AZ  
(rufus.henderson@us.army.mil)

11 - 15 Jul 05 - LEAD  
Ft Bliss, TX  
(bobadilloa@bliss.army.mil)

11 - 15 Jul 05 - LEAD  
WSMR, NM  
(hunts@wsmr.army.mil)

18 - 21 Jul 05 - LEAD  
Herlong, CA  
(robert.picco@sierra.army.mil)

18 - 22 Jul 05 - HRFS  
Fort Hood, TX  
(john.telles@hood.army.mil)

25 - 29 Jul 05 - LEAD  
Ft Lewis, WA  
(kathy.murphy@lewis.army.mil)

1 - 5 Aug 05 - ILDC  
San Francisco, CA  
(linda.k.luikens@spd02.usace.army.mil)

15 - 19 Aug 05 - LEAD  
Ft Hood, TX  
(marisela.riveraresio@us.army.mil)

12 - 16 Sep 05 - LEAD  
Ft Lewis, WA  
(kathy.murphy@lewis.army.mil)

19 - 23 Sep 05 - ILDC  
Ft Huachuca, AZ  
(kathy.evans@cpocwcp.hua.army.mil)

17 - 21 Oct 05 - LEAD  
Ft Huachuca, AZ  
(rufus.henderson@us.army.mil)

*Complete course details on  
the West Region website.*

# Training west region

## Making Time for Army e-Learning...

Did you know that Skillport has a feature called "My Plan" which allows employees to prepare a Learning Plan that has training goals and targeted completion dates? These training goals can be developed by the individual or with supervisory guidance and may include courses that will enable the employee to perform their current job better or prepare them for future opportunities.

Once the Learning Plan is developed, the employee needs to make a personal commitment to achieve the defined goals. The employee alone owns their Professional Development. It should be a priority every day.

Employees with supervisory approval should schedule the time for online training on their calendar just as they would for an instructor-led training course. The benefit with Army e-Learning is that you get to work through the training course at your own pace, not at the pace of an instructor. The employee may also schedule training time in a variety of increments.

SkillSoft courses generally take between 2 - 5 hours to complete, but employees could schedule training time down to the topic level, which could amount to as short as a ten minute training session.

Employees and supervisors need to make sure they don't mistake the "available anytime" benefit of Army e-Learning for "when time permits." To get the full benefit of the Army e-Learning experience, you need to make the time.

If you are already registered in the Army e-Learning Program, the link address is <http://usarmy.skillport.com>.

If you have not yet registered for the Army e-Learning Program, the link address is <http://www.atrrs.army.mil/channels/learnin/g/SmartForce>.

## Official Training Records

An employee's official training record is electronically located in the Defense Civilian Personnel Data System (DCPDS). Employees, managers, activity training coordinators, and HRD professionals at all levels share the responsibility for ensuring proper, timely, and accurate documentation of civilian training. It is also the employee's responsibility to verify the accuracy of recorded data. The training history can be printed by anyone in the employee's chain of command who has appropriate access to Civilian Personnel On-Line (CPOL). This may be a training coordinator or your local CPAC representative. The information is located under Employee Data and is expected to soon be available for employee access.

Activities should be using the Oracle Training Administration Lite (OTA Lite); a process that enables Training POCs to input completed training. This updates the employee's official training history records located in DCPDS. For step by step instructions on entering completed training into DCPDS using OTA Lite, visit the CHRA "How to Movies" and view the [Training, Completed](http://www.chra.army.mil/howtomovies/Completed_Trng-new.exe) movie at: [http://www.chra.army.mil/howtomovies/Completed\\_Trng-new.exe](http://www.chra.army.mil/howtomovies/Completed_Trng-new.exe).

When entering completed training, remember to use the Baseline Course Codes as applicable and the West Region Local Code "9". Information on the Baseline HRD Program including course codes has been posted to the West Region website at [Baseline Regional HRD Program -- April '05](http://cpolrhp.belvoir.army.mil/west/HumanResourceDevelopment/baseline_regional_program.htm) ([http://cpolrhp.belvoir.army.mil/west/HumanResourceDevelopment/baseline\\_regional\\_program.htm](http://cpolrhp.belvoir.army.mil/west/HumanResourceDevelopment/baseline_regional_program.htm)). This document describes the program and includes the baseline course codes. If you have any questions reference the course codes or the data provided, just contact your assigned HRDD POC.

We welcome your feedback and ideas for future Newsletter topics. Send Email to: [westhrdd@cpocwcp.hua.army.mil](mailto:westhrdd@cpocwcp.hua.army.mil)

## New Additions to the WCPOC Lending Library

We are pleased to announce a number of new additions to the West Region Lending Library. With the acquisition of seven new books for our Lending Library, we now have 60 books available for your use. We will keep you informed as new materials are added.

Many of you have previously used the Lending Library to supplement some of the training initiatives that have been going on at your respective installations and organizations. For those of you who have not taken advantage of this tool, here is some background information on how our lending library works:

The West Region Lending Library consists of various video cassettes, CD ROMs, books and audio cassettes. In an effort to expand training opportunities and to increase the effectiveness of training in the West Region, these training aids are made available to our CPAC partners and the employees they service. Training materials are free of charge and are available on a first-come first-serve basis. The ONLY thing we ask in return for loaning out these training materials is an e-mail indicating how many employees utilized the training resource. Listed below are the titles of the new books that have recently been added to the Lending Library:



- "A Whack on the Side of the Head - How You Can Be More Creative" by Roger von Oech
- "Death by Meeting (a Leadership Fable)" by Patrick Lencioni
- "Execution - the Discipline of Getting Things Done" by Larry Bossidy and Ram Charan
- "Leadership" by Rudolph Giuliani
- "Monday Morning Leadership - 8 Mentoring Sessions You Can't Afford to Miss" by David Cottrell
- "See You at the Top" by Zig Ziglar
- "The FIVE Dysfunctions of a TEAM (a Leadership Fable)" by Patrick Lencioni

A complete description of all training materials in the lending library is posted on the WCPOC web-site at:

[Regional Training Lending Library -- October '04  
\(http://cpolrhp.belvoir.army.mil/west/HumanResourceDevelopment/LendingLib/lend\\_lib.htm\)](http://cpolrhp.belvoir.army.mil/west/HumanResourceDevelopment/LendingLib/lend_lib.htm)

## LEADERSHIP TRAINING - CIVILIAN LEADER DEVELOPMENT

The Army Civilian Leader Development Core Curriculum consists of progressive and sequential leadership training from the entry level to the Senior Executive Service (SES). There are mandatory courses for Interns, Supervisors, Managers and Executives. For additional information on the mandatory courses, eligibility requirements, nomination procedures and more visit the [Leadership Training](http://cpolrhp.belvoir.army.mil/west/HumanResourceDevelopment/Leadership_training_test.htm) link located on our West Region website at [http://cpolrhp.belvoir.army.mil/west/HumanResourceDevelopment/Leadership\\_training\\_test.htm](http://cpolrhp.belvoir.army.mil/west/HumanResourceDevelopment/Leadership_training_test.htm)

## West Region, Regional Training

One of our responsibilities in the CHRA Baseline Program is to offer Regional Training as identified in the baseline. The West Region Human Resource Development Division (HRDD) will partner with you to provide a successful regional training program. Together we can assist the Regional Director in achieving the baseline goals.

Training offered at the Regional level can benefit everyone by providing cost effective training to employees throughout the region. It will reduce travel costs primarily for the host location and reduce tuition costs for all participants based on discounted rates.

We are well into FY05 but if you are in need of an onsite course, have been looking into one as a possible onsite except you felt that you did not have quite enough people to host an onsite, or have an onsite already scheduled and need additional students, your West Region HRD team can assist by making it a regional course. Our goal is to be your vendor of choice. We can offer and arrange for quality, cost effective, timely training to meet your requirements. Simply contact your servicing HRDD POC listed below.

The success or failure of regional classes starts with us working as a team to identify the needs within the region, marketing the courses, and as we all know, availability of funding. We are confident that as a team we can be successful. We invite you to propose a course for your location whether it is for FY05 or FY06 and together we can make it happen.

## West Region Teleconference

Our first West Region Human Resource Development (HRD) Teleconference was held on 6 April with CPAC and HRD participants from throughout the region. Topics included HRFS, NSPS, Regional Training, Training Completions, Army E-Learning and more. Many concerns were voiced and addressed, and the discussions generated were excellent. The HRD teleconferences will be held on a bi-monthly basis; the next is scheduled for 8 June. If you have an item or area of concern for an upcoming agenda, please submit to [judy.j.potaczek@us.army.mil](mailto:judy.j.potaczek@us.army.mil).

## NEED ASSISTANCE?

**We are only a phone call away**

**Sammy Arciniega, 520 533-8304 (DSN 821)**  
Corpus Christi, Sierra, and Tooele Army Depots

**Kathy Evans, 520 533-8159 (DSN 821)**  
Dugway and Yuma Proving Grounds, White Sands Missile Range, and DCIPS

**Ralph Hangsleben, 520 533-8300 (DSN 821)**  
Forts Hood and Lewis

**Pat Nogle, 520 538-1528 (DSN 879)**  
Presidio of Monterey (Defense Language Institute)  
and Forts Bliss, Huachuca and Irwin

**Judy Potaczek, 520 538-1580 (DSN 879)**  
Corps of Engineers

**Bob Zenda, 520 533-8154 (DSN 821)**